

CARD PROGRAM DATA

CALENDAR YEAR	Spend	Rebate	Rebate %
1ST QTR, CY 2001	2,220,095	2,220	0.10
2ND QTR, CY 2001	2,796,349	2,796	0.10
3RD QTR, CY 2001	2,511,990	2,510	0.10
4TH QTR, CY 2001	2,263,535	2,263	0.10
Total	<u>9,791,969</u>	<u>9,789</u>	

1ST QTR, CY 2002	2,566,751	2,567	0.10
2ND QTR, CY 2002	2,330,849	2,331	0.10
3RD QTR, CY 2002	2,427,201	2,427	0.10
4TH QTR, CY 2002	2,247,832	2,248	0.10
Total	<u>9,572,633</u>	<u>9,573</u>	

1ST QTR, CY 2003	2,410,534	2,411	0.10
2ND QTR, CY 2003	2,626,942	2,627	0.10
3RD QTR, CY 2003	2,579,114	2,579	0.10
4TH QTR, CY 2003	2,479,063	2,479	0.10
Total	<u>10,095,653</u>	<u>10,096</u>	

CALENDAR YEAR	Spend	Rebate	Rebate %
1ST QTR, CY 2004	2,775,749	8,327	0.30
2ND QTR, CY 2004	2,976,415	8,929	0.30
3RD QTR, CY 2004	3,064,569	9,194	0.30
4TH QTR, CY 2004	2,768,587	12,736	0.46
Total	<u>11,585,320</u>	<u>39,186</u>	

1ST QTR, CY 2005	3,136,504	14,428	0.46
2ND QTR, CY 2005	3,469,855	15,961	0.46
3RD QTR, CY 2005	3,838,825	17,659	0.46
4TH QTR, CY 2005	3,432,195	27,452	0.46
1ST - 3RD QTR ADJ		35,511	0.80
Total	<u>13,877,379</u>	<u>111,011</u>	

1ST QTR, CY 2006	3,681,217	25,769	0.70
2ND QTR, CY 2006	4,643,944	32,508	0.70
3RD QTR, CY 2006			
4TH QTR, CY 2006			
Total	<u>8,325,161</u>	<u>58,277</u>	

PURCHASING CARD PROGRAM LARGE TICKET PURCHASES

- Tools
- Equipment
- Surplus Property Vehicles
- Office Supplies
- Lodging
- Convention & Training Fees
- Advertising
- Publications & Subscriptions

**PURCHASING CARD PROGRAM VOLUMES
OTHER STATES COMPARISON
CY2005**

<u>STATE</u>	<u>VOLUME</u>
MISSOURI	\$14 MILLION
PENNSYLVANIA	\$90 MILLION
TEXAS	\$60 MILLION
ARKANSAS	\$45 MILLION
TENNESSEE	\$13 MILLION
MARYLAND	\$206 MILLION
MISSISSIPPI	\$12 MILLION
NEVADA	\$17 MILLION

State of Missouri Agenda

9:00 **Registration**

9:30 **Welcome Introductions**

Jack Dothage, State of Missouri Office of Administration
Ron Sager, UMB Bank - Card Services

9:45 – 10:00 **Visa Presentation**

Melanie Sisler

10:00 – 11:00 **What's New**

- Declining Balance Card
- Time of Day/Date Restrictions
- Self Service Account Maintenance
- SAM II Interface
- Purchasing Card Web Page
- Rental Cars and the Purchasing Card
- Travel Desk Hotel Booking Procedure (Larry Handel)

11:00 – 11:30 **Program Optimization**

- High Dollar Spend Opportunities
- Use of Reporting Levels
- Supplier Matching /AP File Analysis
- Re-launch of Training

11:30 - 12:30 **LUNCH BREAK**

12:30 - 1:15 **Card Security**

- Falcon Neural System
- Monitoring Transactions
- Reporting fraudulent activity
- Minimizing Identity Theft
- Pay-Pal and Gift Cards
- Review Purchasing Strategies

1:15 – 2:30 **Interactive Discussions**

- Travel Desk Hotel Booking Procedure/Travel Portal (Larry Handel)
- Sam II Interface – Modot Pilot Program
- Maximizing your Rebate
- Katrina Relief Success Story – Adjutant General
- Electronic Statement Options

2:30 – 2:45 **Closing Remarks**

PURCHASING CARD PROGRAM INTEGRATED & PILOT STRATEGIES

INTEGRATED

- **Central Travel Desk**

Separate from the standard commodity purchasing card, this account is for travel related expenses only. It allows one central person in an agency to make travel arrangements for others in that agency. It centralizes the travel function and no one makes their own travel arrangements. Consolidates travel expenses into one bill per month and eliminates some paperwork for the agency.

- **Dualized Accounts**

Combined into one card, this type of account allows a limited number of cardholders to purchase commodities and make travel arrangements for others in that agency. Consolidates both commodity and travel expenses on one bill per month and eliminates some paperwork for the agency. Used primarily with smaller agencies.

- **Electronic Statements**

Allows the agency to receive their purchasing card statements in electronic form, instead of paper. Electronic receipt of statements facilitates prompt action by the agency and expedites turn around time for payment to the contractor. Also eliminates some paperwork for the agency.

- **Mailroom Card**

Special account for MODOT's mailroom to purchase mailroom supplies and postage for postage meter machines. Faster turn around time for receipt of goods and payment to vendor.

- **Online Hotel Booking Form**

Located on the State of Missouri's travel portal, easy access is provided to a central hotel room booking form. Used primarily with the Central Travel Desk, the form includes information such as the corporation status and the government rates offered by each hotel listed. The submitted form is transmitted electronically directly to the hotel chosen and a copy goes to the requestor. This online form is continually updated with the addition of more hotels to choose from, for the agency's convenience.

- **Automated Interface Process**

An electronic payment process that allows transaction files from the contractor to work-flow directly to the state's financial system as a payment document. The agencies then access the documents on SAM II Financial and apply appropriate coding and approvals for payment. This process is a significant time saver and much less paperwork for the agencies and the contractor.

PILOT

- **Multipurpose Accounts**

Originally created to eliminate expense accounts, this special account allows employees to make and pay for their own travel arrangements as well as standard commodity transactions. Prior to the pilot stage, internal controls were reviewed to ensure all transactions are approved by management prior to payment. The agency's internal auditor is also involved in this pilot program. Upon successful testing, more employees will be will be phased in, along with providing this opportunity to other agencies.

- **Online Car Rentals**

An online reservation system has been setup between the state and the statewide car rental contractor which uses the purchasing card as a method of payment. Special reports are available from the purchasing card vendor providing management data to the statewide contract administrator.